

FINANCE AND ADMINISTRATION CABINET  
DIVISION OF OCCUPATIONS AND PROFESSIONS

# FREQUENTLY ASKED QUESTIONS

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KENTUCKY BOARD OF LICENSURE FOR  
MASSAGE THERAPY



P.O BOX 1360  
FRANKFORT, KY 40602

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# FEE SCHEDULE

YEAR ENDING DECEMBER 31, 2008

<b>Licensing Fees</b>	
Application Fee	\$50.00
Initial Licensure Fee	\$75.00
<b>Renewal Fees</b>	
Biennial Renewal Fee	\$100.00
Late Renewal Fee (Within 60 days after expiration)	\$150.00
Late Renewal Fee (Beyond the 60 day from expiration )	\$200.00
Inactive Status	\$35.00
Inactive to Active Status	\$50.00
<b>Other Fees</b>	
Verification of Licensure to Another State	\$15.00
Duplicate Wall Certificate	\$15.00
Duplicate Wallet Card	\$10.00

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# GENERAL QUESTIONS

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Question: What is the definition of “massage therapy”?

Answer: KRS 309.350 (6) defines the practice of massage therapy as, *“the application, by a massage therapist licensed by the board, of a system of structured touch, pressure, movement, and holding to the soft tissues of the human body with the intent to enhance or restore the health and well-being of the client.”*

Question: Who can legally practice massage?

Answer: Per KRS 309.350 (6), you must be a licensed massage therapist to practice massage therapy in the Commonwealth of Kentucky.

Exemptions for practitioners of the following occupations and professions regulated by state law, may practice as long as they do not hold themselves out to be massage therapists:

Physicians, Osteopaths, Podiatrists, and athletic trainers regulated under KRS Chapter 311;

Chiropractors regulated by under KRS Chapter 312;

Registered Nurses and practical nurses regulated under KRS Chapter 314;

Barbers and Cosmetologists regulated under KRS Chapters 317 and 317A;

Occupational Therapists regulated under KRS Chapter 319A;

Physical Therapists regulated under KRS Chapter 327.

Question: Who may advertise massage therapy services?

Answer: No person or business entity is allowed to advertise “massage therapy” unless the massage is being performed by a licensed massage therapist.

(Refer to KRS 309.353 (3))

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# LICENSURE QUALIFICATIONS

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Question: What are the required qualifications for licensure?

- Answer:
1. Must be eighteen (18) years of age.
  2. Must have paid the application and initial licensure fee.
  3. Must be a person of good moral character.
  4. Must have successfully completed a course of study consisting of a minimum of six hundred (600) hours of instruction.
  5. Must successfully passed a national examination approved by the board.

*Refer to KRS 309.358*

Question: Under what grounds may the board refuse to issue a license?

- Answer:
1. Attempting to obtain the license by fraud, misrepresentation, concealment of material facts, or making false statements to the Board.
  2. Being convicted of a felony in any court if the act or acts for which the licensee or applicant for license was convicted are determined by the board to have a direct bearing on whether the person is trustworthy to serve the public as a licensed massage therapist.
  3. Failure to meet the requirements of KRS 309.358

Question: What are the curriculum requirements for a massage therapy school?

- Answer:
1. The school must be licensed by the Kentucky State Board of Proprietary Education, or the Council on Post-Secondary Education, or their equivalent in another state.
  2. The curriculum must include:
    - 125 hours of anatomy, physiology, and kinesiology
    - 40 hours of pathology
    - 200 hour course to include massage theory, technique, and practice focusing on gliding strokes, kneading, direct pressure, deep friction, joint movement, superficial warming techniques, percussion, compression, vibration, jostling, shaking and rocking.
    - 200 hours of approach to the business of massage, specifically including contraindications, benefits, business, history, ethics, client documentation, legalities of massage, and modality course designed to meet the school's specific program objectives.
    - 35 additional curricular hours to be chosen at school discretion.

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# APPLICATION PROCEDURES

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Question: How do I apply for an initial license?

Answer: Applications for an initial license can be found at the following address:  
<http://finance.ky.gov/bmt/>

You may also contact the Board office at (502)564-3296 ext. 237

Question: What documentation is required for an initial license?

Answer: Before your license will be issued by the Board, you submit the following documentation:

1. Application Form
2. Transcripts from your school / university. (Please be sure to read the curriculum requirements)
3. Proof that you have passed an examination administered by the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) or a certifying agency that has been approved by the National Commission for Certifying Agencies.
4. If you have been convicted of a felony, you submit documentation indicating the disposition of the case.

Refer to 201 KAR 42:035.

Question: How do I apply for a license via endorsement / reciprocity?

Answer: Applications for a license via endorsement can be found at the following address:  
<http://finance.ky.gov/bmt/>

You may also contact the Board office at (502)546-3296 ext. 237.

Please note that this is the same application that is issued for an initial license.

Question: What documentation is required for a license via endorsement / reciprocity?

Answer: Before your license will be issued by the Board, you submit the following documentation:

1. Application Form
2. Transcripts from your school / university. (Please be sure to read the curriculum requirements.)
3. Proof that you have passed an examination administered by the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) or a certifying agency that has been approved by the National Commission for Certifying Agencies.
4. Letters of good standing or verification letters from any state in which you have, or have ever, held a license. These must be submitted directly to the Board from the certifying agency.
5. If you are from a state whose standards are not equal to those of Kentucky, you must also submit:
  - Documents' evidencing the applicant's combined initial training, professional experience, continuing education, etc.

Refer to 201 KAR 42:070

Question: Can my license application be denied due to a criminal conviction?

Answer: License applications that are filed with the board that indicate previous criminal actions are handled on a case-by-case basis. If you have a past criminal record, it is recommended that you are up-front with this issue at the time your application is filed. It is also recommended that you submit documentation indicating the current disposition of the case.

Question: If my application is denied, do I have the right to appeal the Board's decision?

Answer: If your license application has been denied, you may appeal the Board's decision by submitting a written request for appeal within thirty (30) days of the denial.



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# RENEWAL PROCEDURES

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Question: When do I have to renew my Kentucky license?

Answer: Licenses are required to be renewed biennially from your initial date of licensure. You can verify your current license status by visiting the following address:

<http://finance.ky.gov/bmt/>

Question: What is the process for renewing my license?

Answer: Renewal forms will be mailed to you at least thirty days prior to your expiration date. You must include the renewal fee of one hundred dollars (\$100) with your renewal application. Renewal applications submitted without the corresponding fees will be returned.

In addition, you must document twenty-four (24) hours of continuing education achieved since your last renewal date.

Question: Can I renew my license online?

Answer: You can renew your license online at the following address:

<http://finance.ky.gov/bmt/>

Online renewal allows you to pay with a credit card. Please be advised that if you are audited, you are still required to submit the required documentation to the Board office prior to being approved.

Question: Can I renew my license if it is after the renewal date?

Answer: You may renew your license after the expiration date by submitting a late renewal fee. The renewal fee for a licensee whose license has expired within sixty (60) days from the expiration date is one hundred and fifty dollars (\$150). If you are renewing beyond this sixty (60) day window, the renewal fee is two-hundred dollars (\$200).

Late renewals cannot be processed online.

Question: Why is my renewal form stamped “AUDIT”?

Answer: If your renewal form is stamped “AUDIT”, you must submit proof of completion for each course you document in the continuing education section of the renewal form.

Individuals being audited are chose at random by the Board’s database system.

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# COMPLAINTS

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Question: Who can initiate a complaint?

Answer: A complaint can be initiated by an individual, a state or government agency, a member of the massage therapy profession, or the Board.

Refer to 201 KAR 42:050, Section 2.

Question: Can a complaint be initiated anonymously?

Answer: Complaints filed against un-licensed individuals can be submitted to the Board anonymously. Anonymous complaints against licensed massage therapists are handled on a case by case basis. For complaints against licensed therapists, it is strongly recommended that the standard complaint procedure be followed. (See the fourth question of this section)

Question: I see numerous advertisements in newspapers and other media for massage therapy by un-licensed individuals. May I submit copies of this information to the Board for appropriate action?

Answer: You may submit any information concerning the practice of an unlicensed individual to the Board office. Please keep in mind that each case is handled on a case-by-case basis.

Question: I have a complaint I would like to file against a licensed massage therapist. What is the procedure for filing a complaint?

Answer: You may file a complaint with the board by submitting the required complaint form, which can be found here:

<http://finance.ky.gov/bmt/>

Once a complaint has been filed, a copy of your complaint will be submitted to the respondent for a response. Once this response has been received, the complaint and the response will be reviewed by the complaint committee at its next regularly scheduled meeting.

Question: May I review copies of complaints and disciplinary actions taken by the Board?

Answer: Complaints and Board actions are all subject to the Open-Records laws in Kentucky. You may request copies of closed complaints and / or disciplinary actions by submitting a written request to the Board office. (Please be advised that a small fee will be issued for the cost of the copies.)

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# MISCELLANEOUS QUESTIONS

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Question: Is “Relaxology” considered legal in the state of Kentucky?

Answer: KRS 309.350 (6) Defines the practice of massage therapy as, *“the application, by a massage therapist licensed by the board, or a system of structured touch, pressure, movement, and holding to the soft tissues of the human body with the intent to enhance or restore the health and well-being of the client.”*

KRS 309.353 (1) states, *“No person shall practice massage therapy or hold himself or herself out to be a massage therapist unless the person meets the educational and licensing requirements of KRS 309.358 and 309.360 and holds a valid license that has not been suspended or revoked.”*

The Board has reviewed the practice of “Relaxology”, and has determined the practice falls within the guidelines of the aforementioned statutes. Hence, anyone practicing “Relaxology” in the Commonwealth of Kentucky is required to hold a valid license as a massage therapist.

It is recommended that you report any unlicensed activity to the Board office.

Question: Are “Reflexologists” required to have a license as a massage therapist?

Answer: An exemption exists in KRS 309.352 (4) that allows the practice of Reflexology without a license as long as manipulation of soft tissues is restricted to the hands, feet, or ears, and as long as they do not hold themselves out to be massage therapists.

Any additional questions may be addressed directly to the Board by contacting the Board office at (502)564-3296 ext. 237, or via email at [jeff.boler@ky.gov](mailto:jeff.boler@ky.gov). You may also submit questions to the Board via standard mail. Please submit these to:

**The Kentucky Board of Licensure for Massage therapy**  
**P.O. Box 1360**  
**Frankfort, KY 40602**

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